

County of San Diego
Revised: April 20, 1995
Reviewed: Spring 2003

ARCHITECTURAL PROJECT MANAGER I
ARCHITECTURAL PROJECT MANAGER II
ARCHITECTURAL PROJECT MANAGER III

Class No. 003591
Class No. 003592
Class No. 003593

DEFINITION:

To manage and/or design county architectural projects and studies of varying costs; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions allocated to these classes are found only in the Department of General Services.

Architectural Project Manager I:

This is the entry-level class in the Architectural Project Manager series. Under the general supervision of a registered architect, an Architectural Project Manager I manages and designs projects of small to moderate costs ranging up to \$300,000; and assists the Architectural Project Manager III's with larger projects.

Architectural Project Manager II:

This is the journey-level class in the Architectural Project Manager series. Under the direction of the Chief, Architectural Planning and Design or the Chief, Capital Facility Planning (depending upon the nature and scope of the project), the Architectural Project Manager II manages and designs projects ranging in costs up to \$7 million; and manages projects involving multiple user departments.

Architectural Project Manager III:

This is the lead and the highest-level class in the Architectural Project Manager series. Under the direction of the Chief, Architectural Planning and Design or the Chief, Capital Facility Planning, the Architectural Project Manager III is a registered architect who manages and designs projects of any size.

EXAMPLES OF DUTIES:

Architectural Project Manager I:

Coordinates the planning, program administration, design, construction, and warranty of building projects ranging in cost up to \$300,000; performs project studies and research; prepares detailed architectural designs, construction documents, and technical specifications; prepares, monitors, and controls project estimates, budgets, and schedules; prepares, implements, and monitors the progress of architectural programs; administers design and construction contracts by reviewing proposals, negotiating project scope and price, resolving disputes, and finalizing contracts for approval by the County Board of Supervisors; provides facility construction/remodeling information to design consultants and reviews work for regulation and code compliance, contract conformance, quality assurance, and appropriate function; monitors contractors' work on construction programs; prepares correspondence, reports, and other project documents; participates in public hearings by preparing and presenting project reports to advisory committees, citizen groups, or

other groups; and serves as a county witness during court proceedings.

Architectural Project Manager II:

All of the duties listed above and: coordinates the planning, program administration, design, construction, and warranty of building projects ranging in cost up to \$7 million; and coordinates projects involving multiple users.

Architectural Project Manager III:

All of the duties listed above and: coordinates the planning, program administration, design, construction, and warranty of building projects of any size; coordinates projects involving multiple departments; assigns and oversees the work of Architectural Project Managers I in the administration of a major project.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Architectural Project Manager I
 II = Architectural Project Manager II
 III = Architectural Project Manager III

Knowledge of:

<u>I</u>	<u>II</u>	<u>III</u>	
G	T	T	Management principles and techniques in the planning, program administration, design, and construction of building projects.
G	T	T	Modern architectural methods, principles, and practice of solving architectural and construction problems.
G	T	T	Methods and practices of budget and schedule preparation and management for architectural projects.
G	T	T	Contracting negotiation methods and techniques.
G	T	T	DOS and application programs commonly used (i.e., windows, word processing, spreadsheets, scheduling programs).
G	G	T	Federal, state, and local codes and regulations pertaining to public building projects (building codes, administrative codes, contracting law, and general public financing).
G	G	T	Principles and practices of mechanical and electrical engineering.

Skills and Abilities to:

The following apply to all classes:

- Coordinate the planning, program administration, design, construction, and warranty of building projects of varying uses, sizes, and costs.
- Apply modern architectural methods and techniques to prepare conceptual and detailed designs and construction documents and technical specifications.
- Direct and monitor the work of project consultants for regulation and code compliance, contract conformance, quality assurance, and appropriate function.
- Analyze departmental needs for new or remodeled facilities and makes recommendations.
- Prepare cost estimates and monitor and control building project budgets and schedules.
- Negotiate contracts for consultant services and construction projects.

- Negotiate and resolve disputes and issues.
- Prepare architectural project reports and correspondence.

- Work in highly computerized environment utilizing DOS, windows, word processing, spreadsheets and scheduling programs.
- Maintain records and files.
- Perform presentations to the public and other agencies.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Effectively communicate in oral and written form.

Architectural Project Manager III (in addition to the above):

- Leads the work of subordinate Architectural Project Managers and support staff.

EDUCATION/EXPERIENCE:

Education, training, and/or experience that clearly demonstrate possession of the knowledge, skills and abilities stated above. Examples of qualifying education/experience are:

Architectural Project Manager I:

1. A Bachelor's degree from an accredited college or university in architecture; AND, two (2) years of professional experience in architectural design and project management involving construction, modification, or space planning of general building facilities; OR,
2. An Associate of Arts degree from an accredited college or university in architecture; AND, four (4) years of progressively responsible experience as described above; OR,
3. Six (6) years of progressively responsible, professional, architectural experience, consisting of four (4) years in architectural design; AND, two (2) years in project management involving construction, modification, or space planning of general building facilities.

Architectural Project Manager II:

1. A Bachelor's degree from an accredited college or university in architecture; AND, two (2) years of professional level experience in architectural design; AND, two (2) years of project management experience involving construction, modification, or space planning of multi-use or institutional facilities; OR,
2. An Associate of Arts degree from an accredited college or university in architecture; AND, six (6) years of progressively responsible, professional experience in architectural design and project management involving construction, modification, or space planning of multi-use or institutional facilities; OR,
3. Eight (8) years of progressively responsible, professional experience, consisting of four (4) years in architectural design; AND, four (4) years in project management involving construction, modification, or space planning of multi-use or institutional facilities.

Architectural Project Manager III:

1. A Bachelor's degree from an accredited college or university in architecture; AND, ten (10) years of increasingly

responsible, professional architectural experience. Previous experience must have consisted of at least two years of experience managing or designing major architectural projects of multi-use or institutional facilities in excess of \$5 million; OR,

2. An Associate of Arts degree from an accredited college or university in architecture; AND, thirteen (13) years of increasingly responsible, professional architectural experience. Previous experience must have consisted of at least two (2) years of managing or designing major architectural projects of multi-use or institutional facilities in excess of \$5 million.
3. Fifteen (15) years of progressively responsible, professional, architectural experience. Previous experience must have consisted of at least two (2) years of managing or designing major architectural projects of multi-use or institutional facilities in excess of \$5 million.

Note: The completion of at least six (6) units of course work in Computer Assisted Drafting (CAD), OR, at least one (1) year of recent experience using CAD in a professional architectural office is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Architectural Project Manager I/II:

Registration in California as a Professional Architect is highly desirable, but not required.

Architectural Project Manager III:

Possession of a valid Architect's license issued by the California Board of Architectural Examiners. Applicants who are licensed, certified, or registered as Architects in another state may compete for these positions and be appointed to APM III positions conditionally for a period not to exceed eighteen (18) months, pending certification by the State of California.

